



DEPARTMENT OF THE ARMY
104TH AREA SUPPORT GROUP
UNIT 20193, BOX 0001
APO AE 09165-0001



AETV-HUG-CO

14 NOV 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 104th Area Support Group Holiday Safety Campaign Support Plan

1. With the holiday season upon us, a number of risks are inherent in our activities. Winter is here, and we have initiated the Winter Safety Campaign. However, the holidays add to the requirement for even more diligence in our efforts to provide a safe and healthful environment for all. In addition to the Winter Safety Campaign plan, the ASG will:

a. Continue providing assistance to current residents and rear detachment activities by providing a safe and healthful workplace and community for all.

b. Ensure that safety, occupational health, industrial hygiene, health promotions, and other staff personnel are available to provide assistance, advice, consultation, and training to requesting agencies.

c. Ensure personnel are cognizant of blending in with their surroundings, practice situational awareness, and be able to identify and report suspicious packages and activities.

2. The ASG Safety Director will:

a. Distribute holiday safety-related materials and articles continuously throughout the Holiday Safety Campaign.

b. Assist BSB and tenant organizations in implementing their respective Holiday Safety Campaign programs.

c. Analyze past holiday season accident/incident trends; develop, and implement programs designed for accident prevention.

d. Advise the commander of any known hazards that cannot be appropriately mitigated in the course of normal operations.

e. Provide updated information, training, and training materials related to alcohol and its effect on driving and behavior.

f. Provide comprehensive information, training, and training materials on home fire prevention, holiday decorating hazards, heater and candle misuse, electrical circuit overloading, and proper food preparation and storage.

g. Provide information, training, and training materials that outline the hazards associated with recreational events such as skiing, ice skating, sledding, and other winter-type activities.

3. Staff and Directors will:

a. Assist in providing support to the Holiday Safety Campaign at all levels of the organization with particular emphasis placed on their respective operations and activities.

b. Provide support throughout the community in identifying and mitigating any known or suspected hazards in the most expeditious means possible.

4. Public Affairs Office will publicize the Holiday Safety Campaign via AFN television and radio, the Herald Union, Connections, websites, staff meetings, and other local means.

5. BSB Commanders will:

a. Facilitate continuance of the Family Advocacy Program with training, counseling, and assistance in the prevention of spouse and child abuse, prevention of family violence, and home stress awareness.

b. Ensure that drug and alcohol abuse prevention and awareness training is made available and provided to soldiers initially and on an annual basis thereafter.

c. Provide Chaplain and Army Community Services support to employees, family members, and rear detachment personnel.

6. BSB fire departments will provide continued advice and guidance on home decorating and fire prevention throughout the campaign.

7. In addition, we are using the Holiday Safety Campaign to re-emphasize our "Safety Code of Ethics" as our charter for safety ASG-wide. Read them and ensure that every soldier, employee, family member, and guest knows that we all support safety. Do your part to make this holiday season a joyous one of celebration and homecoming.

8. The point of contact is Gary Helmer, 322-1470.

Encl


GEORGE A. LATHAM II
COL, SF
Commanding

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SAFETY CODE OF ETHICS

- ☒ **Safety is our highest priority.**
- ☒ **The command will lead the safety process.**
- ☒ **Safety is a shared responsibility of everyone in the organization.**
- ☒ **No known unsafe act or condition will be allowed to continue without someone taking immediate action to mitigate the risk.**
- ☒ **Safety performance is a key indicator of organizational excellence and will be integrated into all of our activities and functions.**
- ☒ **We will communicate safety openly with all soldiers, employees, family members, and visitors.**
- ☒ **All soldiers and employees will be given the knowledge and tools to perform their jobs and activities in a safe manner.**
- ☒ **We will extend our safety efforts beyond the workplace to include our homes and communities.**
- ☒ **We will continually strive to improve safety and health within the ASG.**